



# Alabama DEPARTMENT OF ARCHIVES & HISTORY

## DIGITAL ASSETS INTERNSHIP

The Alabama Department of Archive and History is seeking undergraduate and graduate student applicants for a summer 2023 internship in the Digital Assets section. This paid position will provide the successful candidate with experience creating metadata and enhancing access to news footage from local television station WSFA (<https://digital.archives.alabama.gov/digital/collection/wsfa>). Tasks will include recording timestamps; correcting and expanding existing descriptions; and assigning subject headings from controlled vocabularies. Students studying history, public history, library science, or related topics are encouraged to apply.

Applicants must be at least 18 years old and should be current students. Applicants for this internship will be required to complete a metadata assignment to be considered for an interview.

**Duration:** June – August 2023

**Academic Level:** Undergraduate or graduate student

**Location:** TBD (may be 100% virtual or mixed virtual/in-person)

**Hours:** Up to 32 hours weekly

**Schedule:** Flexible

### HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, and unofficial transcript by **March 1, 2023**. All paperwork should be sent to Krystle Scott at [krystlem.scott@archives.alabama.gov](mailto:krystlem.scott@archives.alabama.gov) OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, AL, 36130.

**Application form:** <https://personnel.alabama.gov/Downloads/StateApp.pdf>

**Internship cover sheet:** [https://archives.alabama.gov/about/docs/internship\\_cover\\_sheet.pdf](https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf)